

IDAHO DEPARTMENT OF PARKS AND RECREATION POLICIES AND PROCEDURES			
Number	Effective	Title	Owner
I-95	3/20/01	After Hours Access to Headquarters Building	Purchasing

Approval: _____

1.0 BACKGROUND:

- 1.1 The Idaho Department of Parks & Recreation (IDPR) headquarters' (HQ) building located at 5657 Warm Springs Avenue, Boise, Idaho, is a publicly owned building. Providing approval and scheduling for groups other than IDPR staff to use the HQ's building after hours and on weekends must be tempered by the security issues of protecting the building and its contents.
- 1.2 After-Hours access means any time after 5:00 p.m. and before 8:00 a.m. Monday through Friday, weekends, and state holidays.

2.0 IDPR STAFFING REQUIRED:

- 2.0.1 All after hour meeting and training sessions must have an IDPR staff member on site at the meeting or in the building who is experienced in operating the security alarm system and opening and locking up the building.
- 2.1 If an IDPR employee is scheduling the meeting, that employee is required to ensure coverage as required in 2.0.1 above.
- 2.2 If someone in a group requesting use of the HQ building knows an IDPR qualified staff member, they can make arrangements with that staff member to be present during the meeting and related activities pursuant to this policy. The meeting must be scheduled and recorded at the receptionist's desk showing the name of the IDPR staff member who will be with the group during their meeting. The receptionist will confirm with the IDPR staff person that they will be present during the scheduled meeting.
- 2.3 If a group wanting to use the HQ building after hours and does not know an IDPR staff member, the receptionist can contact the Senior Buyer or the Fiscal Officer and request coverage. Two weeks advance notice is required prior to the date the group wishes to schedule the building.

3.0 IDPR EMPLOYEE'S RESPONSIBILITIES:

- 3.1. Normally when a group or organization is using the Summit Room after normal business hours, the IDPR HQ staff member present should close and lock the fire doors so that the group or organization only has access to the Summit Room, the small break room, the restrooms, and the lobby area. Also, if possible, lock the front doors after the group or organization has entered the building. Limiting access is at the discretion of the IDPR HQ staff person on site.

4.0 SCHEDULING A CONFERENCE ROOM:

- 4.1. All employees, groups or organizations requesting use of the building after normal work hours must do so through the receptionist (208)-344-4199 or (208) 334-4180 Ext. 221.

- 4.2. The group organizer must register the name of the responsible IDPR employee with the front desk receptionist.

5.0 PRIORITIES:

- 5.1 Reserving the Summit Room for voting on official election days will take precedence over other requests. Arrangements are to be made for an IDPR HQ staff member to be present and to lock and secure the building after the election is completed pursuant to 2 above.